What I Learned -

The windows 10 GUI offers access to carious features and programs as well as the start menu. The 3 key features to know where they live are Control panel, PC settings, and computer management. There are 2 types of users Standard and Admins. You should always run CMD as administrator if you are able to, this will make working in CMD easier. Help in Cmd is a very helpful reference to save time googling command as they are all saved there. There are multiple ways to add new users Either through the GUI or CLI. The difference between a standard user and an administrator is the admin has far greater control over the system, apps, and can manage other user accounts. A standard user has limited access which leads to a more secure environment by limiting their ability to modify the system.

Questions - Answer the questions in Step 2, 3 and 4. Include the original question (copy/paste), followed by your answer. Please document all research and include the sources on the last page and title it 'Sources'. (APA style is not required)

Step 2: Windows GUI (Questions and Tasks)

Please answer the questions below with the steps required to access the feature or function. Cortana cannot be the answer to these but can be used to find them.

Example: How to make desktop icons large? Right Click on Desktop > Select View > Select Large Icons. This is how to explain step by steps.

1. What is an easy way to open the Action Center?

   The Chat Bubble in the bottom right in the taskbar.

2. How do you add a shortcut to a program or file to the desktop?

   Right Click the file or program > hover over Send to > Click Desktop

3. How do you personalize the interface (i.e. change background, color, etc.)?

   Right Click The desktop > Click personalize

4. How do you access the Settings of the computer (more than one option)?

   Right click the Start Button > Click Settings from the Menu. Or Start > Settings

5. How do you access the Administrative Tools (more than one option)?

   Start > Windows Administrative tools or Search Windows Administrative tools

6. Where can you adjust the Snap feature?

   Start > Settings > System > Multitasking

7. Where are the Disk Management tools?

   Right Click Start > Disk Management

8. Where can you run Windows Update?

   Start > Settings > update and Security > Windows Update

9. Where can you Add Devices?

   Start > Settings > Devices

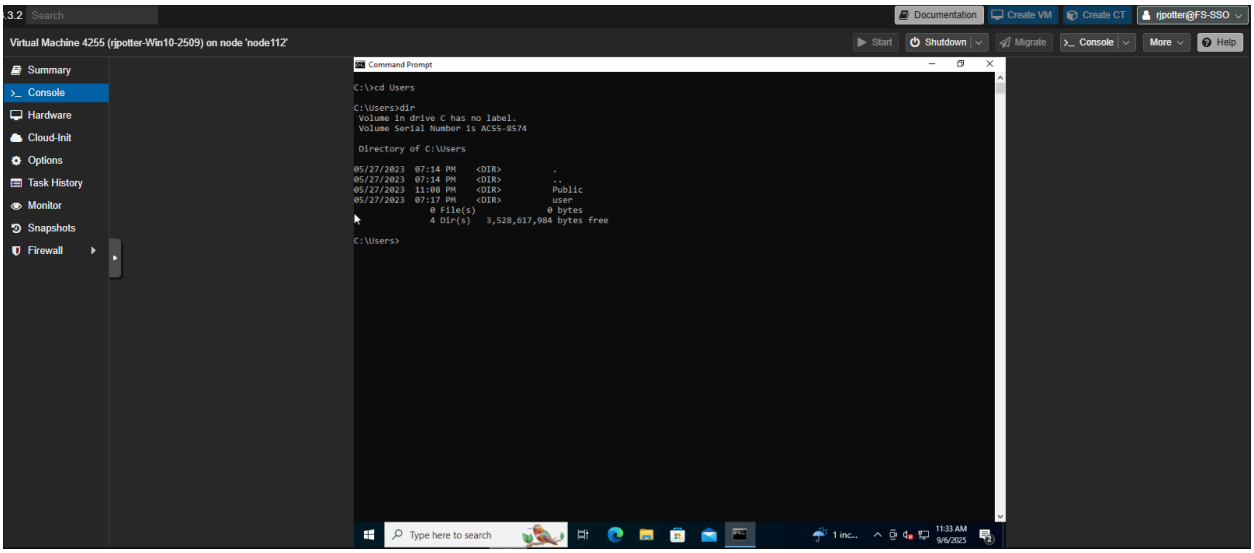
10. Where can you adjust AutoPlay?

    Start > Settings > Devices > Autoplay

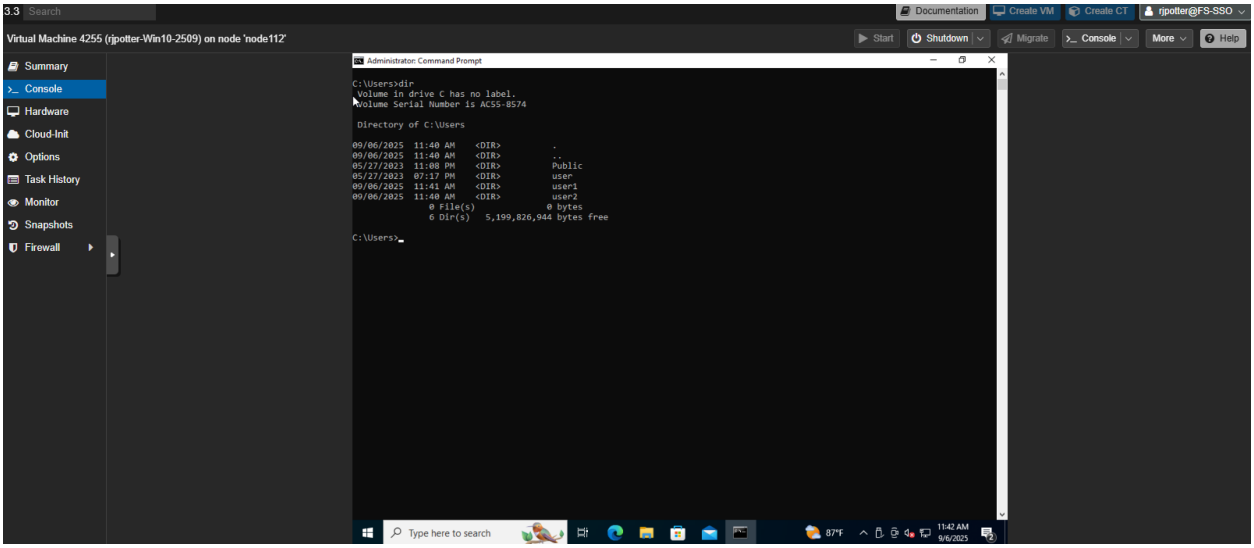
11. Where can you access the Resource Monitor?

    Start > Windows Administrative Tools > Resource Monitor

For the following steps perform the tasks and answer the questions.

1. Go to the User directories located on the C: Drive? (Take a screenshot.)
2. 

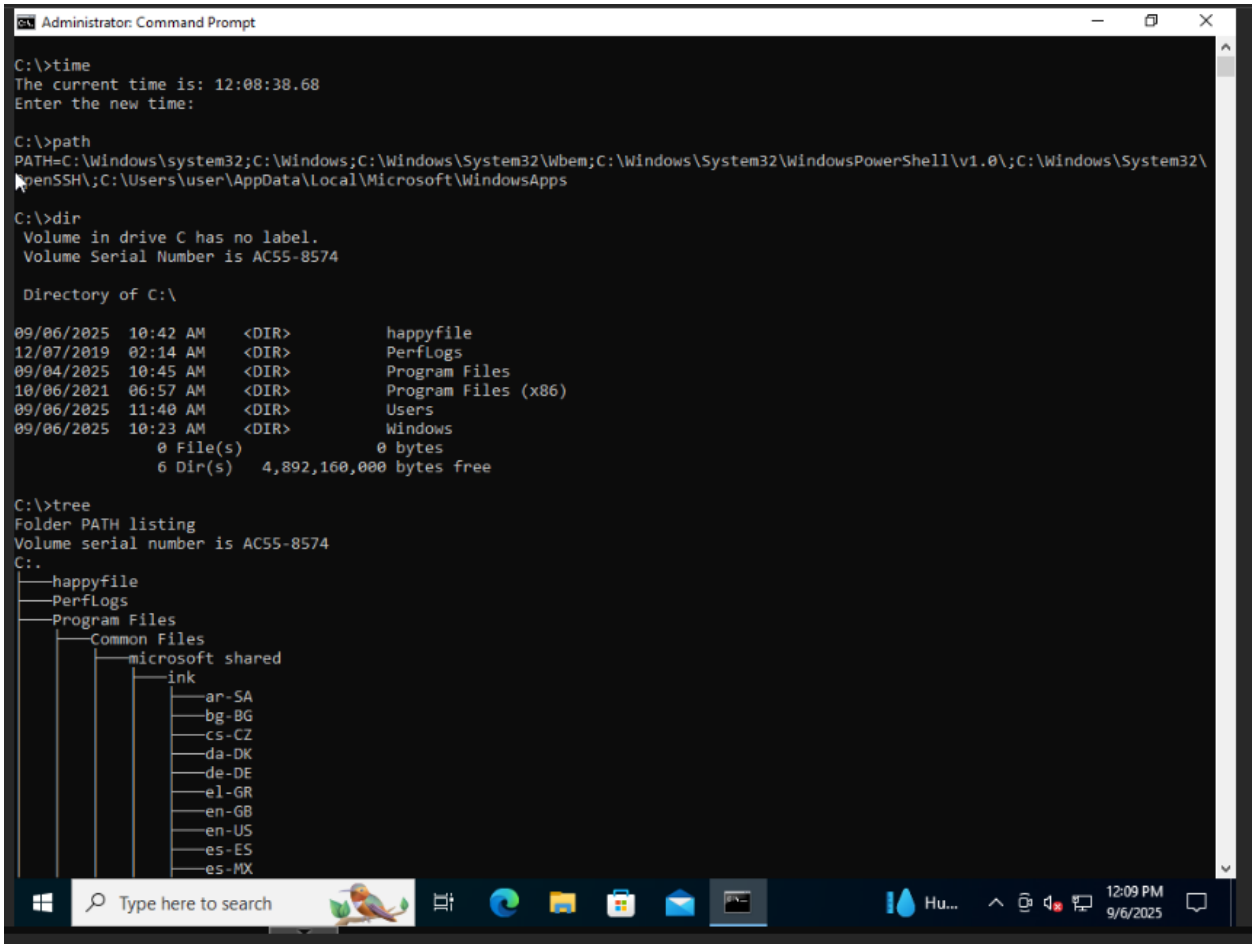
3. Create two standard users, User1 and User2, and set the password to FullSail1! for both.
4. Logout as yourself and log in as User 1.
5. Logout as User 1 and log in as User 2.
6. Logout as User 2 and log in as yourself. How many directories are located in the User directory now? (Take a screenshot.)



Step 3: Windows Command Prompt (Questions and Tasks)

1. Access Command Prompt to execute the following commands. (Take a screenshot or document in writing what happened. You may have to use CTL-C to end or exit command.)
2. What does each command display? (screenshot or document in writing)
    a. TIME
    b. PATH
    c. DIR
    d. TREE

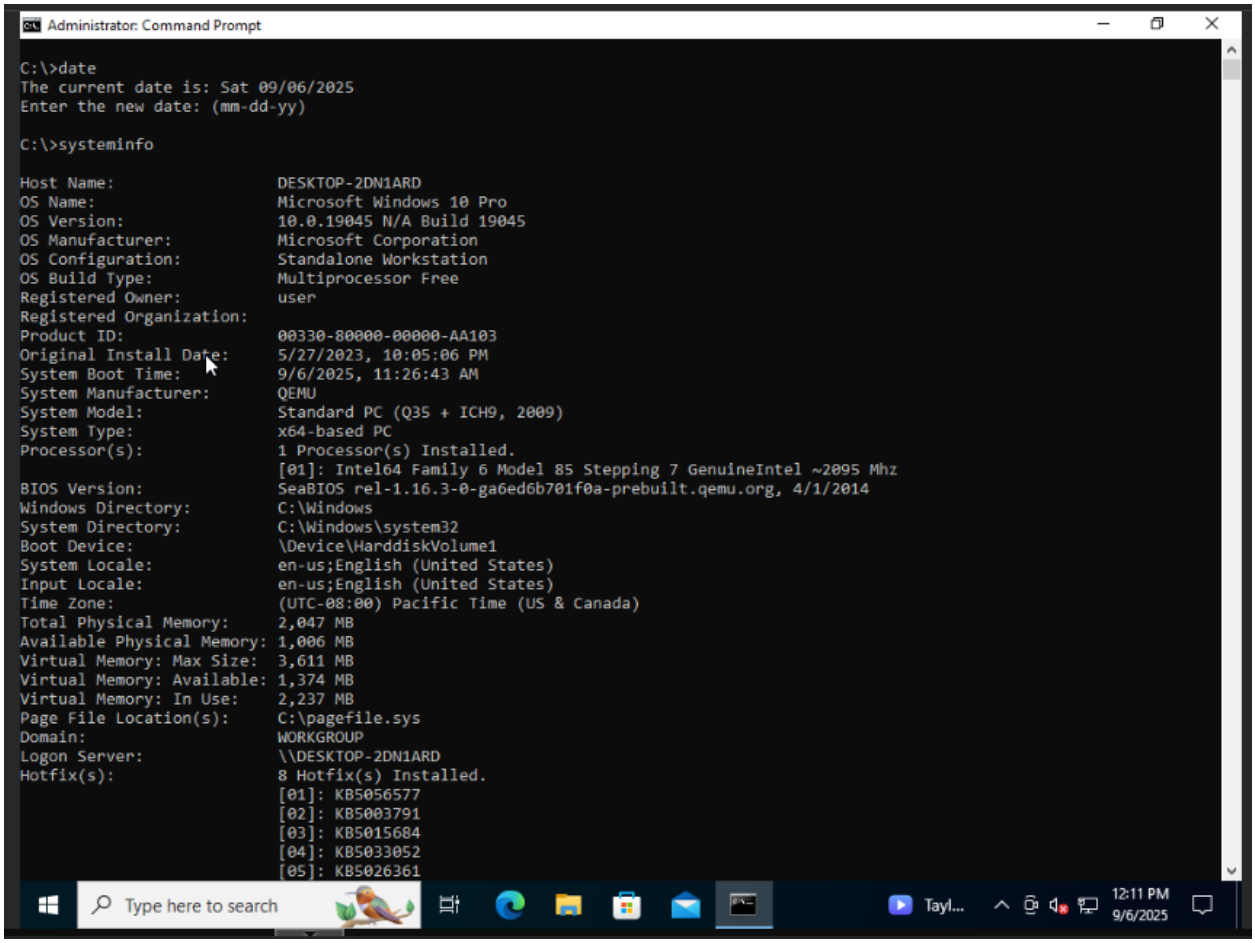
    A,B,C, and D



e. DATE

f. SYSTEMINFO

E and F:



1. Access Command Prompt and command “HELP” to define the following commands.

   (Take a screenshot OR document the definition of each result in your write-up.)

2. What does each command do?

   a. XCOPY

   ```
   XCOPY          Copies files and directory trees.
   ```

   b. RD

```
RD              Removes a directory.
```

c. ERASE

```
ERASE           Deletes one or more files.
```

d. REPLACE

```
REPLACE         Replaces files.
```

e. TASKKILL

```
TASKKILL        Kill or stop a running process or application.
```

f. DEL

```
DEL             Deletes one or more files.
```

g. TITLE

```
TITLE           Sets the window title for a CMD.EXE session.
```

h. START

```
START           Starts a separate window to run a specified program or command.
```

i. SHUTDOWN

```
SHUTDOWN        Allows proper local or remote shutdown of machine.
```

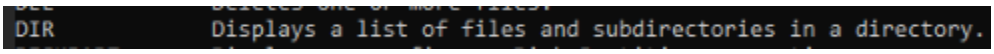
j. REN or RENAME

```
REN             Renames a file or files.
RENAME          Renames a file or files.
```

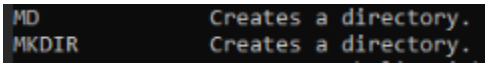
For the following commands, you will first define each of the commands using the HELP command. Document the definition of each command. (example: dir is a directory)

Then execute the commands at the root of the C: drive (example: C:\>). You may have to navigate to this location. (Take a screenshot of each result.)

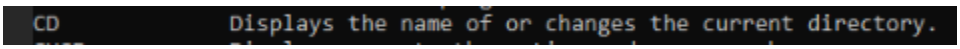
1.dir - (What happened?)



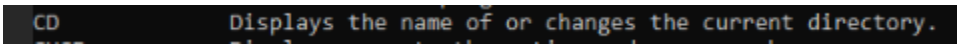
2. md info1 - (type dir and enter to see the result)



3. cd info1 - (What happened?)

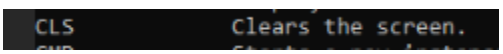


4. cd\ - (What happened?)

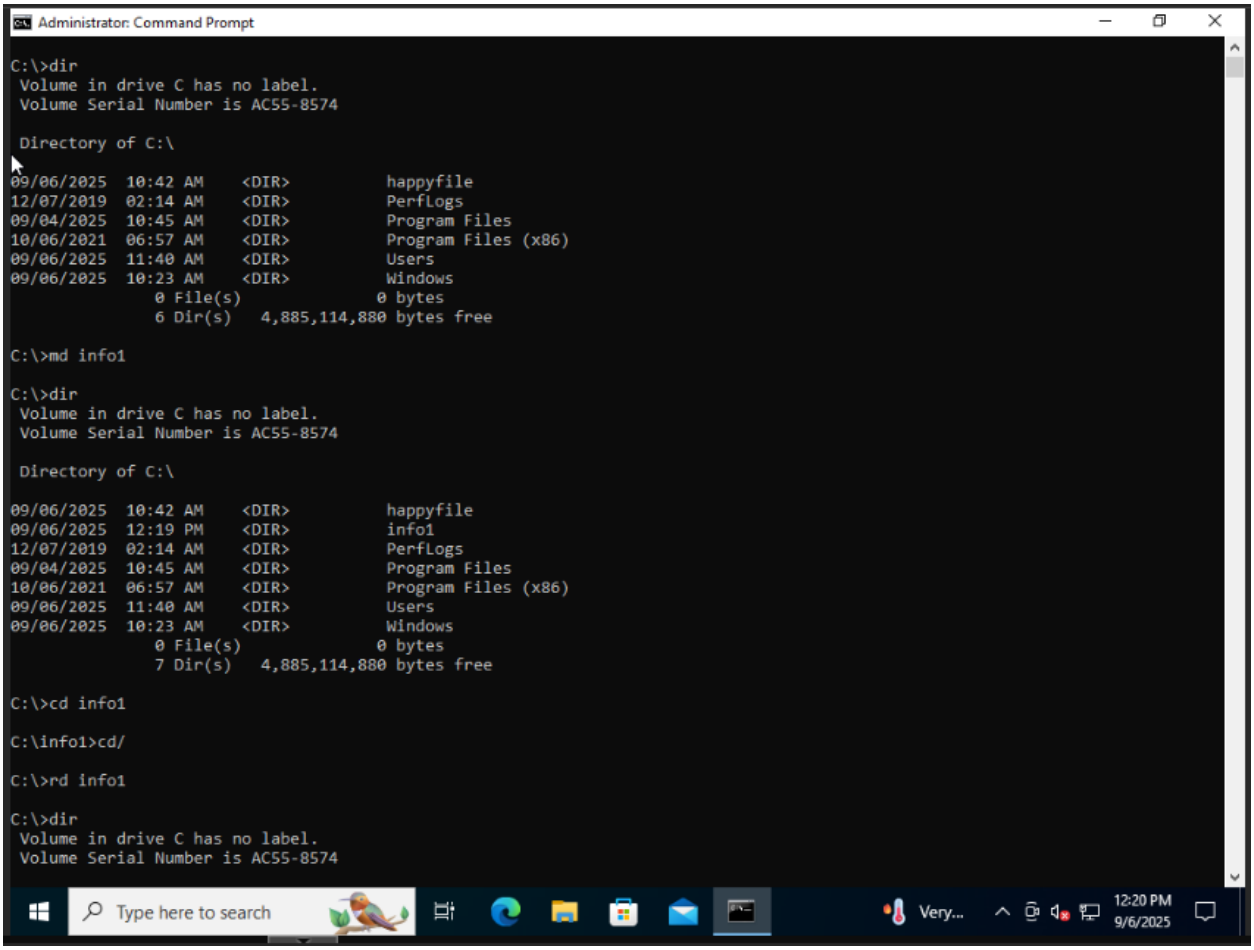


5. rd info1 - (then type dir and enter to see the result)

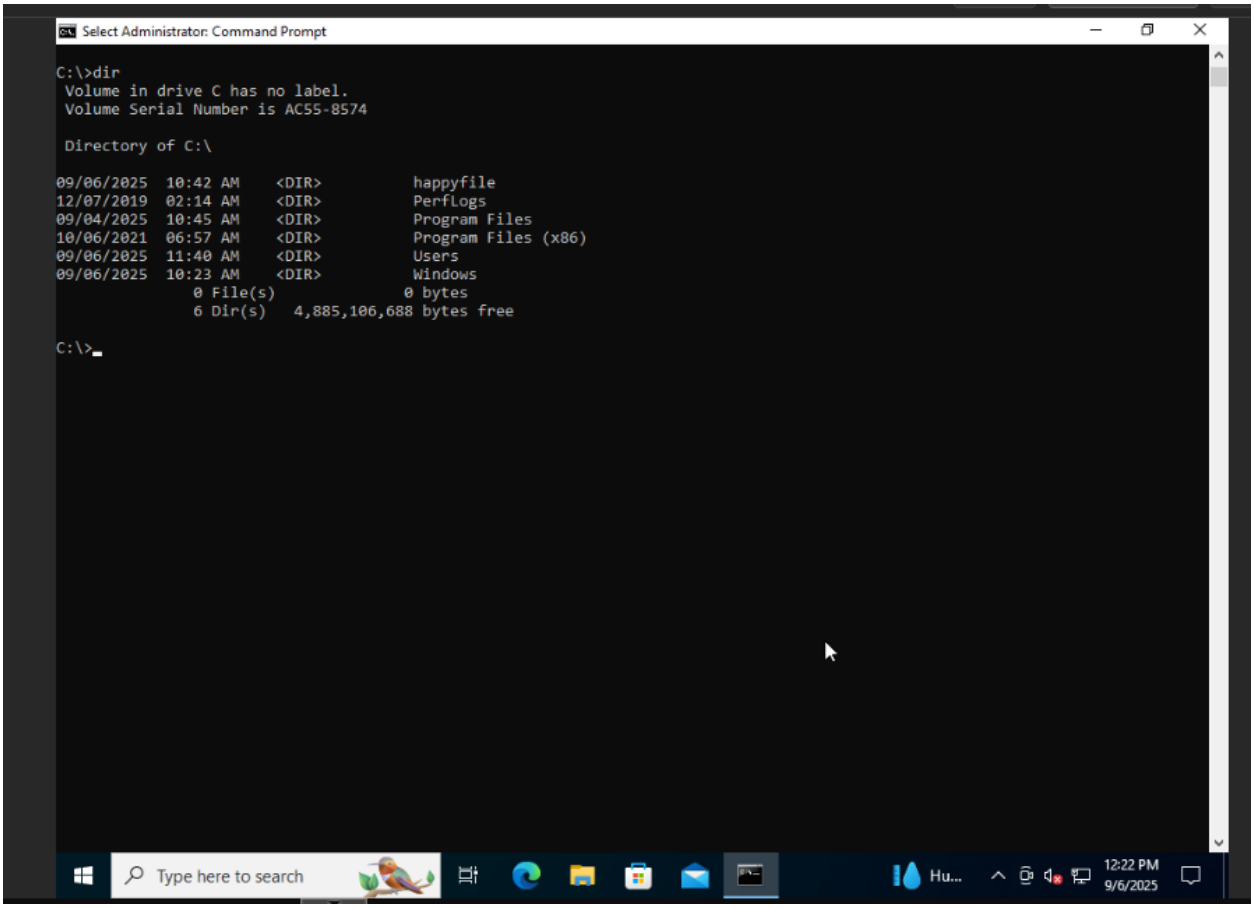
6. cls - (What happened?)



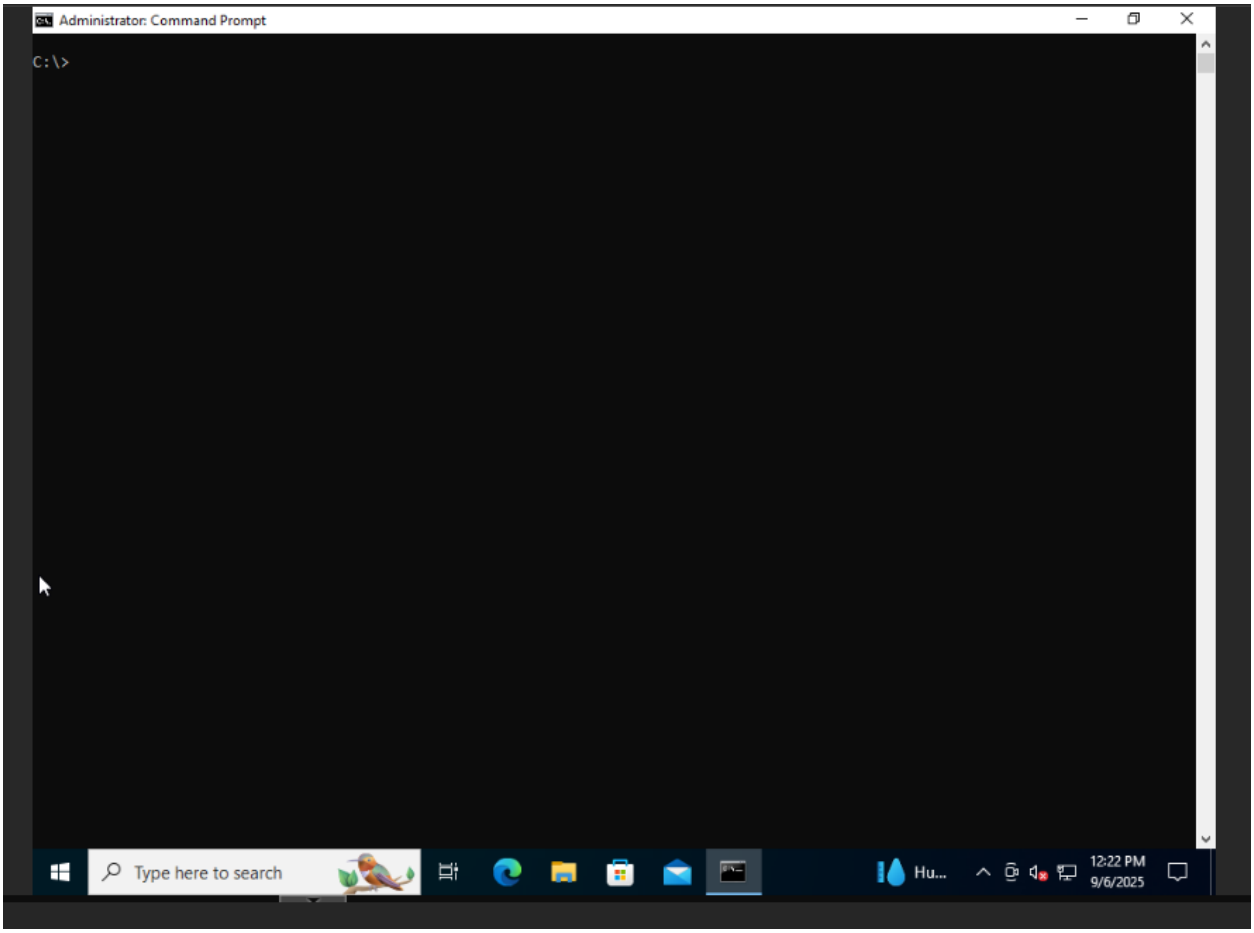
1-4:


Administrator: Command Prompt
C:\>dir
Volume in drive C has no label.
Volume Serial Number is AC55-8574
Directory of C:\
09/06/2025 10:42 AM <DIR> happyfile
12/07/2019 02:14 AM <DIR> PerfLogs
09/04/2025 10:45 AM <DIR> Program Files
10/06/2021 06:57 AM <DIR> Program Files (x86)
09/06/2025 11:40 AM <DIR> Users
09/06/2025 10:23 AM <DIR> Windows
0 File(s) 0 bytes
6 Dir(s) 4,885,114,880 bytes free
C:\>md info1
C:\>dir
Volume in drive C has no label.
Volume Serial Number is AC55-8574
Directory of C:\
09/06/2025 10:42 AM <DIR> happyfile
09/06/2025 12:19 PM <DIR> info1
12/07/2019 02:14 AM <DIR> PerfLogs
09/04/2025 10:45 AM <DIR> Program Files
10/06/2021 06:57 AM <DIR> Program Files (x86)
09/06/2025 11:40 AM <DIR> Users
09/06/2025 10:23 AM <DIR> Windows
0 File(s) 0 bytes
7 Dir(s) 4,885,114,880 bytes free
C:\>cd info1
C:\info1>cd/
C:\>rd info1
C:\>dir
Volume in drive C has no label.
Volume Serial Number is AC55-8574
Type here to search
Very...
12:20 PM
9/6/2025

5.


Select Administrator: Command Prompt
C:\>dir
Volume in drive C has no label.
Volume Serial Number is AC55-8574
Directory of C:\
09/06/2025 10:42 AM <DIR> happyfile
12/07/2019 02:14 AM <DIR> PerfLogs
09/04/2025 10:45 AM <DIR> Program Files
10/06/2021 06:57 AM <DIR> Program Files (x86)
09/06/2025 11:40 AM <DIR> Users
09/06/2025 10:23 AM <DIR> Windows
0 File(s) 0 bytes
6 Dir(s) 4,885,106,688 bytes free
C:\>
Type here to search
Hu...
12:22 PM
9/6/2025

6.



Step 4: Windows Command Prompt (Questions and Tasks)

Be sure to copy and paste questions 1 – 4 in the “Questions Section” of the write-up. Answer each question with the appropriate details.

1. Why would you want to use the command prompt instead of the GUI?

   The main reason for using CLI over GUI is greater automation through scripting, efficiency by executing multiple commands simultaneously, finer control over system operations, and resource conservation, especially on systems without displays or when managing many devices.

2. What are the driver details on your Windows system (Hint* check computer management, and select any driver available)?

   Provider? Microsoft

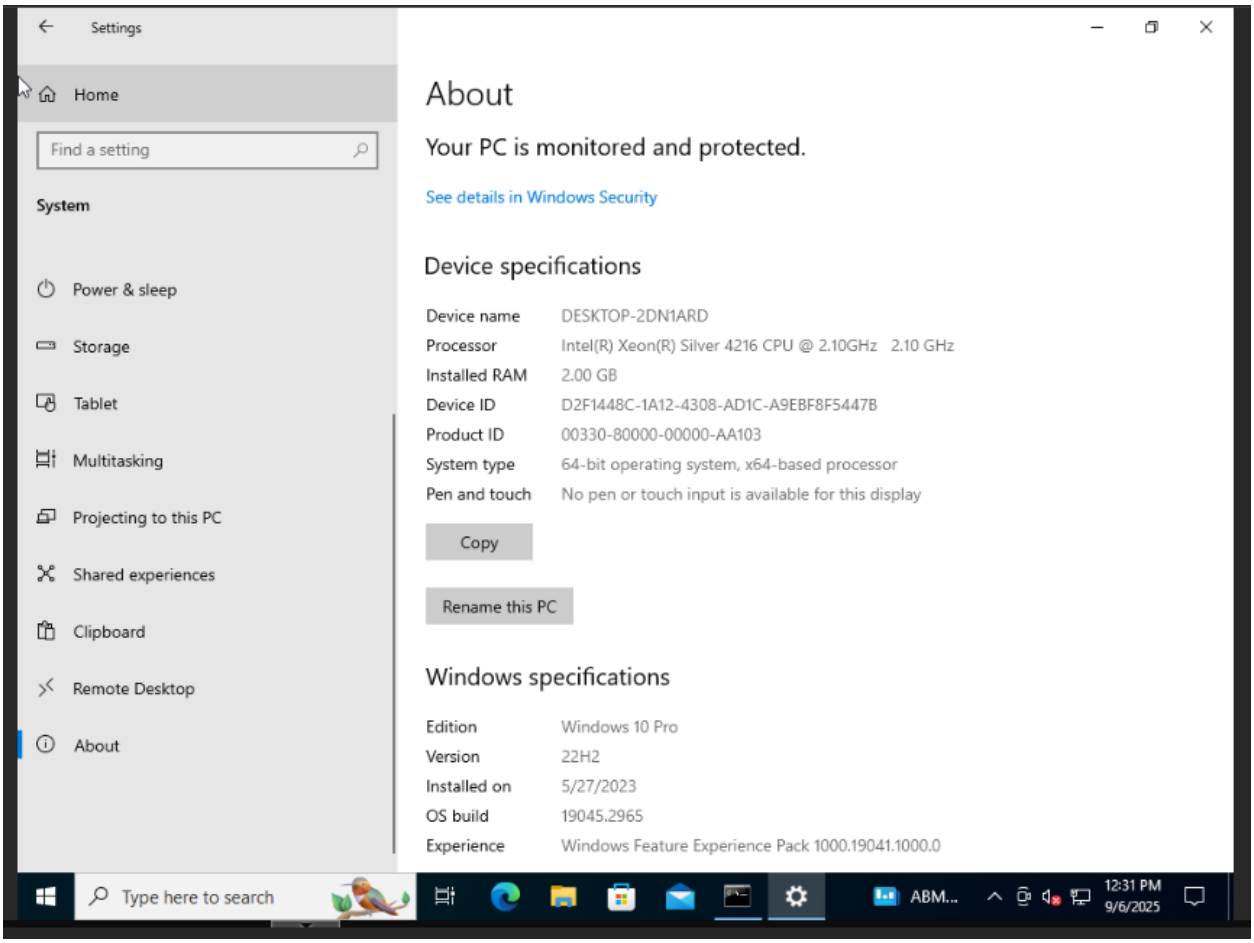
   File Version? 10.0.19041.1

   Digital Signer? Microsoft Windows

3. Describe how the standard user is different than the administrator.

An administrator user has full control and elevated permissions to modify a system, install software, and manage other user accounts, while a standard user has limited access, primarily for everyday computing, with restrictions on system-level changes to enhance security.

4. Take a screenshot of the Computer information window that displays the following, Windows edition, System, Computer name, etc., and include it in the write-up.


Settings
Home
Find a setting
System
Power & sleep
Storage
Tablet
Multitasking
Projecting to this PC
Shared experiences
Clipboard
Remote Desktop
About
About
Your PC is monitored and protected.
See details in Windows Security
Device specifications
Device name DESKTOP-2DN1ARD
Processor Intel(R) Xeon(R) Silver 4216 CPU @ 2.10GHz 2.10 GHz
Installed RAM 2.00 GB
Device ID D2F1448C-1A12-4308-AD1C-A9EBF8F5447B
Product ID 00330-80000-00000-AA103
System type 64-bit operating system, x64-based processor
Pen and touch No pen or touch input is available for this display
Copy
Rename this PC
Windows specifications
Edition Windows 10 Pro
Version 22H2
Installed on 5/27/2023
OS build 19045.2965
Experience Windows Feature Experience Pack 1000.19041.1000.0
Type here to search
ABM...
12:31 PM
9/6/2025

Sources:

Lesson Videos

Step 4 Question 1:

https://www.google.com/search?q=1.%09Why+would+you+want+to+use+the+command+prompt+instead+of+the+GUI%3F&sca_esv=14e403344ca96cd2&rlz=1C1RXQR_enUS1132US1132&sxsrf=AE3TifM6bJ_qaTvnLbpjexBD1NV8MFxqaA%3A1757176471861&ei=l2K8aKWaNOeNwbkP9fSN6AI&ved=0ahUKEwjlwaa7yMSPAxXnRjABHXV6Ay0Q4dUDCBE&uact=5&oq=1.%09Why+would+you+want+to+use+the+command+prompt+instead+of+the+GUI%3F&gs_lp=Egxnd3Mtd2l6LXNlcnAiQzEuCVdoeSB3b3VsZCB5b3Ugd2FudCB0byB1c2UgdGhlIGNvbW1hbmQgcHJvbXB0IGluc3RlYWQgb2YgdGhlIEdVST8yBBAAGB5I7RBQAFgAcAB4AZABAJgBnwGgAZ8BqgEDMC4xuAEDyAEA-AEC-AEBmAIBoAKiAZgDAJIHAzAuMaAHxAGyBwMwLjG4B6IBwgcDMC4xyAcC&sclient=gws-wiz-serp

Step 4 Question 3:

https://www.google.com/search?q=difference+between+admin+and+standard+user&sca_esv=14e403344ca96cd2&rlz=1C1RXQR_enUS1132US1132&sxsrf=AE3TifOag_r7RCsj8mlofdVhbWEHb-vCTQ%3A1757173595478&ei=W1e8aMHqHOjhwbkP6rmauQs&oq=Difference+Between+Admina+nd+standard&gs_lp=Egxnd3Mtd2l6LXNlcnAiJURpZmZlcmVuY2UgQmV0d2VlbiBBZG1pbmEgbmQgc3RhbmRhcmQqAggBMgcQABiABBgNMgYQABgWGB4yBhAAGBYYHjIGEAAYFhgeMgYQABgWGB4yBhAAGBYYHjIGEAAYFhgeMgYQABgWGB4yBhAAGBYYHj

ILEAAYgAQYhgMYigVItIQBUABYoW1wAXgBkAEAmAFtoAGaFqoBBDM2LjK4AQPIAQ
D4AQGYAiegApIXqAITwgIEECMYJ8ICChAjGPAFGCcYyQLCAgoQABiABBhDGIoFwgIQ
EAAYgAQYsQMYQxiDARiKBcICERAuGIAEGLEDGNEDGIMBGMcBwgIHECMYJxjqAsI
CDRAjGPAFGCcYyQIY6gLCAhMQABiABBhDGLQCGIoFGOoC2AEBwgIUEAAYgAQY4
wQYtAIY6QQY6gLYAQHCAhQQABjjBBi0AhiJBRjpBBjqAtgBAcICChAjGIAEGCcYigXCA
gsQABiABBiRAhiKBcICDhAuGIAEGMcBGI4FGK8BwgIREC4YgAQYsQMYxwEYjgUYrw
HCAggQABiABBixA8ICDhAAGIAEGLEDGIMBGIoFwgILEAAYgAQYsQMYigXCAgUQA
BiABMICCxAuGIAEGLEDGOUEwgINEAAYgAQYsQMYQxiKBcICBhAAGA0YHsICCBA
AGAgYDRgewgIIEAAYFhgKGB7CAggQABiABBiiBJgDBfEFRSyP-
MXdWdy6BgYIARABGAGSBwQzNi4zoAfr0AKyBwQzNS4zuAeNF8IHBjAuMzUuNMgHa
Q&sclient=gws-wiz-serp